

Food and Facilities Program401 Fifth Avenue, Suite 1100
Seattle, WA 98104-1818**206-296-4632** Fax 206-296-0188

TTY Relay: 711

www.kingcounty.gov/health

**Plan Review Submittal
Cover Sheet - *REQUIRED***
For Mobile and Limited Food Establishments

Please place this cover sheet on top of the plans or on the outside of a set of plans. All of the following information must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed.

Establishment Name: _____ Phone: _____

Site Address: _____

Street City Zip

Applicant/Contact Person for Plans _____ Phone: _____

Mailing Address: _____

Street City State Zip

Fax: _____ Email: _____

For City of Seattle only – DPD Project Number (if already assigned) _____

Page number in plans or specifications should be noted below.**★ New Business**

Please Check if Item included	Item	Information Required	Location in Plans (page number)	Public Health Notes
<input type="checkbox"/>	Plan Review Application	Application must be complete (Appendix B)		
<input type="checkbox"/>	Plan Review Fee	-New: \$804 (4 hr base) -Changes to Mobile and Limited Food Service Establishments \$402 (2 hr base) -Resubmitted Plans: \$201/hr <i>*Hourly rate of \$201 charged after the base time</i>		
<input type="checkbox"/>	Mobile Food Unit Design	-Detailed drawings of mobile food unit -Photos of mobile food unit -Photo of L & I sticker (if occupied vehicle)		
<input type="checkbox"/>	Limited Food Service	-Detailed drawings of Limited Food Service		
<input type="checkbox"/>	Water System Design	-Detailed drawings of water system		
<input type="checkbox"/>	Commissary Information	-Permission Letter (Appendix C) -Drawing of commissary		
<input type="checkbox"/>	Site/Itinerary Information	-Restroom Use Agreement (Appendix E) -Site or Route Information Form (Appendix F)		
<input type="checkbox"/>	Menu and Food Preparation Steps	-List of food and beverage items to be prepared and served. - Food preparation Flow Chart (Appendix D)		
<input type="checkbox"/>	Operating Procedures	-Hours of operation - Water & waste water tank maintenance - Cleaning schedule		

★ Change of ownership and/or change of commissary

<input type="checkbox"/>	Use of Commissary / Shared Kitchen Agreement		
<input type="checkbox"/>	Use of Restroom Agreement		
<input type="checkbox"/>	Mobile Food Unit Contact Information for Route or Site Location		

For the City of Seattle, please provide a copy of this stamped document to the City as proof that plans have

For Office Use Only: Administrative review: _____ Date: _____

Reviewed by: _____ Date: _____ Time: _____ Activity min: _____